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17 October 1960

MEMORANDUM FOR: Director of Training

SUBJECT : Response to IG Survey of Training

1. Forwarded herewith are:

a. One copy, "Inspector General's Survey of the CIA Training Program, August 1960."

b. Original, memorandum to the DTR from [redacted] dated 5 October 1960: Responses of DD/S Office Heads and Staff Chiefs to the Inspector General's Report on Training in CIA.

c. Draft, DTR reactions to specific recommendations of interest to all Offices, pursuant to para. 3. b. of [redacted] memo.

d. Draft comments pursuant to paras. 3. c. and d. of her memo.

2. A draft reaction to the report as a whole has not been completed.

3. I am also forwarding a hastily prepared memorandum addressed to the problem of training all CIA specialists without unduly expanding or modifying the JOTP.

[redacted]
Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

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17 October 1960

MEMORANDUM FOR: Director of Training

SUBJECT : Redefinition of Recruitment and Training Programs

REFERENCE : Inspector General's Survey of the CIA Training Program, August 1960

1. In the referenced survey the Inspector General recommends that "the DCI establish a policy that all junior professionals enter Agency employ through the Junior Officer Training Program." In the course of my discussion with other OTR officers of our response to this survey, it has become evident to me that this recommendation cannot be considered without at the same time thinking of other, new Agency employees. Without going into too great detail at this time, I would like to outline rather hurriedly a suggested new approach to the overall problem of recruitment, orientation and initial training of new Agency employees.

2. First, I would divide them into four, broad categories:

a. Junior Officer Trainees--candidates selected by the JOTP and recruited by the Office of Personnel for general, professional employment in any of the three Deputy Directorates of CIA, and "slotted" as JOT's in OTR during their training period, according to present practice.

b. Specialists--candidates for career employment as professional Specialists in any of the three Directorates of CIA, selected by the Office/Deputy Directorate concerned and recruited by the Office of Personnel against specific slots. Training of Specialists will be discussed below.

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c. Semi-Professionals--a kind of "Intelligence General Service" category recruited by the Office of Personnel against existing or forecasted vacancies. The career expectancies of this group would be limited in terms of professional qualifications, education, etc.; they would, however, have the opportunity to advance as Specialists or to seek entrance into the Junior Officer Training Program. RID analysts are an example of this category. Their training is discussed later.

d. Clericals--clerical and stenographic personnel recruited, hired, and trained according to present practice, or as may be modified as a result of recommended, further studies in which OTR will participate.

25X1 3. Second, I would give all new junior professionals the same orientation and initial or primary Agency training. To accomplish this, new junior Specialists would be detailed by their Offices/ Deputy Directorates to the JOTP for training. One, or more if necessary, JOTP Training Officer(s) would be assigned to this group. They would attend the JOT Orientation Course and preliminary, operations familiarization training along with the JOT's. Upon completion of this orientation/training, the Specialists would continue with such other, additional training as required by their parent Offices/ Deputy Directorates.

25X1 4. Third, this concept presumes a slightly revamped approach to JOT training, namely:

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